

Dear Family and Friends,

Whether you are the parent, family member or friend of a new or returning student, we are pleased to welcome you to the community of NHTI, Concord's Community College.

This booklet has been prepared to assist you in navigating your way through the time you spend with NHTI. It is a guide that will help you understand the college's policies and procedures, assist you with planning by providing important dates, and give you information about who to contact when you need more information. The full text of NHTI services, policies, and procedures can be viewed on the college's website at www.nhti.edu. The specific website addresses are provided for your convenience within this document.

Students are responsible for reading and adhering to all policies of NHTI as they are detailed in the Student Handbook at www.nhti.edu/student-life/student-handbook.

We look forward to building our relationship with you and to providing a quality educational experience for our students.

NHTI, Concord's Community College

NHTI, Concord's Community College is a fully accredited, public community college located in the heart of New Hampshire. The benefits of NHTI:

- Affordable
- Accessible
- Transfer Opportunities
- Full Campus Experience

NHTI offers over 90 associate degrees, professional certifications and certificate programs. NHTI's academic facilities allow hands-on learning that, combined with internship and clinical experiences, prepares students for the work force or to continue their education at public and private four-year colleges and universities.

DISCLAIMER: The information contained in The Real Family Guide is to be used as a reference to NHTI, Concord's Community College academic and student support opportunities for students and their family members. All information including but not limited to: costs, rules, regulations, program requirements, course content and staff, is subject to change at any time. The college reserves the right to modify aspects of college operations as well as to change tuition and other charges without notice.

TABLE OF CONTENTS

Academic Calendar	4
Academic Policies and Resources	4
Academic Center for Excellence	6
Academic Advising	5
Adjustment	8
Alcohol and Other Drug Policies	13
Bookstore	9
Campus Events	9
Campus Safety	12
Community Service	10
Counseling Services	10
Dining Service	9
Accessibility Services	6
Health Services	11
Liability Insurance	11
Mission/Vision/Values	3
NHTI Information	1
Residence Life	12
Smoking, Tobacco & Tobacco Alternative Policy	13
Statement of Nondiscrimination	4
Student Handbook	9
Student Life	10
Tuition, Fees and Payment	7
Wellness Center	11

WE ARE ALL TEACHERS. WE ARE ALL LEARNERS.

MISSION/VISION/VALUES

www.nhti.edu/community-visitors/about-nhti/missionvisionvalues-statement

MISSION

NHTI is a dynamic public institution of higher learning providing accessible, rigorous education, serving students, businesses, and the community by creating pathways for lifelong learning, career advancement, and civic engagement.

VISION

By strengthening and expanding partnerships across the education and business spectrum, NHTI will create an environment that fosters innovative teaching and learning, supports economic vitality, and meets the needs of a diverse community of global citizens.

VALUES

These values support our Mission and Vision:

Learning	We foster intellectual curiosity and the application of knowledge to promote lifelong critical and creative thinking.
Mutual respect	We encourage an environment in which civility, humor, kindness, and collegiality cultivate an open exchange of ideas.
Engagement	We actively seek interaction, collaboration, and partnership with individuals, businesses, and community organizations for mutual enrichment in a diverse community and global economy.
Accountability	We are committed to individual and institutional responsibility in the stewardship of our human, physical, and fiscal resources.
Innovation	We support responsible risk-taking and the pursuit of new ideas to thrive in an evolving world.
Integrity	We expect all members of the college community to demonstrate fairness, honesty, and ethical behavior in all of their actions and interactions.

STATEMENT OF NONDISCRIMINATION

www.nhti.edu/community-visitors/about-nhti/statement-nondiscrimination

NHTI is committed to creating and maintaining a positive and productive learning environment for students, a professional setting for its employees, and a community atmosphere grounded in mutual respect, dignity, and integrity. In light of these objectives, NHTI prohibits all manner of discrimination in the administration of its employment programs and practices on the basis of unlawful criteria including race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, disability, gender identity or expression, genetic information, and veteran status, as defined under applicable law. This statement is a reflection of the mission of NHTI and refers to, but is not limited to, the provisions of the following laws, as amended:

- Title VI and VII of the Civil Rights Act of 1964, as amended
- The Age Discrimination Act of 1967 (ADEA)
- Title IX of the Education Amendment of 1972
- Section 504 of the Rehabilitation Act of 1973
- The Americans with Disabilities Act of 1990 (ADA)
- Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974
- NH Law Against Discrimination (RSA 354-A)
- Genetic Information Nondiscrimination Act of 2008

Inquiries regarding discrimination may be directed to **Trish Loring**, NHTI Title IX and Civil Rights/Equity Coordinator, 219 Grappone Hall, NHTI, Concord's Community College, 31 College Drive, Concord, NH 03301-7412, (603) 230-4044 x4184; Email: floring@ccsnh.edu; or Sara A. Sawyer, Director of Human Resources for the Community College System of NH, 26 College Drive, Concord, NH 03301, 603-230-3503. Inquiries may also be directed to the US Department of Education, Office of Civil Rights, 8th Floor, 5 Post Office Square, Boston, MA, 02109-3921, 617-289-0111, FAX: 617-289-0150, TDD:800-877-8339, or Email: OCR.Boston@ed.gov; the NH Commission for Human Rights, 2 Industrial Park Drive, Concord, NH 03301, 603-271-2767, FAX: 603-271-6339; and/or the Equal Employment Opportunity Commission, JFK Federal Building, 475 Government Center, Boston, MA, 02203, 617-565-3200 or 1-800-669-4000, FAX: 617-565-3196, TTY: 617-565-3204 or 1-800-669-6820.

ACADEMIC CALENDAR

www.nhti.edu/academics/academic-calendar

The NHTI Academic Calendar is available at the above website.

ACADEMIC POLICIES AND RESOURCES

www.nhti.edu/academics/requirements-policies

NHTI offers an educational experience that prepares students to be specialists in their chosen fields and to be responsible, well-informed, active citizens in society. Contact information regarding academic requirements and policies may be found on the NHTI website at the above website.

- Academic Amnesty
- Academic Credits
- Academic Excellence
- Academic Progress
- Adding a Class
- Athletic Eligibility
- Attendance
(Individual Course Participation Expectations)
- Audit
- Change of Program/Dual Major
- Clinical/Practicum/Internship
- Course Repeat Policy
- Course Substitution
- Course Waiver Policy
- Credit-by-Examination
- Directed Study
- Dropping Classes/Withdrawing from NHTI
- Enrollment Status
- Experiential Learning Policy
- Grade Appeal/Grade Change
- Grading System
- Graduation
- Inactive Status
- Incomplete Grades
- Independent Study
- Medical Leave Policy
- Plagiarism/Cheating Policy and Procedures
- Prerequisite and Corequisite Courses
- Prior Learning Assessment
- Program Residency Requirements
- Transfer to Other Institutions
- Underenrolled Day Classes
- Withdrawal from NHTI

ACADEMIC ADVISING

www.nhti.edu/academics/academic-advising

Academic Advising Center (603) 230-4021

Welcome to Academic Advising at NHTI!

At NHTI, we encourage students to work closely with an academic advisor to help define academic, career, and life goals. Whether a student needs guidance selecting classes, transferring to a four-year school, or clarifying long-term goals, an advisor is available to assist in the process.

Students who are enrolled in academic programs like Criminal Justice, General Studies, or Nursing are advised by their department heads or other faculty advisors in their departments. The Academic Advising Center, located in Sweeney Hall 103, serves students who are taking classes exclusively in the evening or are not enrolled in an academic program. Selected General Studies and Liberal Arts students are also advised in the Academic Advising Center.

Philosophy and Goals for Advising

The advising program at NHTI provides students with the knowledge needed to identify their personal, academic, and career goals; develop an appropriate educational and career plan; and monitor their progress toward achieving those goals.

- To empower students to be active participants in their own decision-making processes
- To connect students to the community through facilitating active participation in school resources, student clubs and organizations, athletic teams, work-study programs, and student activities
- To help students understand themselves, develop critical thinking and reasoning skills, and clarify personal values
- To provide advising services that are visible and available to all students

ACADEMIC CENTER for EXCELLENCE (ACE)

www.nhti.edu/student-resources/get-help-your-studies

Academic Center for Excellence (603) 230-4027

Supporting student success by promoting independent, self-directed learning. Our services are free to NHTI students.

- Placement Testing
- Math Lab and Resources
- Accessibility Services
- Writing Center and Resources
- Tutoring in other disciplines
- Computer Lab
- Study Skills

ACCESSIBILITY SERVICES

www.nhti.edu/student-resources/where-can-i-get-help-my-studies/accessibility-services

Coordinator of Accessibility Services (603) 230-4027 x4117 x4432

TTY 603-223-2316

In compliance with Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act of 1991, NHTI does not discriminate against students with disabilities in terms of program admissions and/or opportunities for academic success. Students with disabilities are encouraged to disclose the nature of their disabilities to the Coordinator of Accessibility Services prior to the beginning of their first semester at NHTI. Students with disabilities who choose not to disclose their disability will not be eligible for services unless they provide documentation of their disability to the Coordinator of Accessibility Services. The services available to students with disabilities vary according to students' individual needs. Information regarding students' disabilities is kept confidential.

Accessibility Services can support your goals and program of study through:

- Reasonable Accommodation Plans
- Academic Coaching
- Assistive Technology and Equipment Loans
- Referral for Diagnostic Testing
- Request for Reduced Course Load Verification for Health Insurance and Athletic Participation

Who may be eligible? Any qualified student who has:

- A diagnosed disability, including students taking one course at NHTI
- A history of a disability, but has not previously received service
- A history of school difficulties, and who may have an undiagnosed learning disability or attention deficit disorder or other disability

Documentation is required in all cases; some restrictions apply. Eligibility is determined by the Coordinator of Accessibility Services.

TUITION, FEES and PAYMENT

www.nhti.edu/student-resources/bursar

Bursar Office, Sweeney Hall (603) 230-4012 or nhtibursar@ccsnh.edu

Student Account Payment: Each semester tuition and fees are due two weeks prior to the first class day. It is the student's responsibility to view their tuition, fees and housing charges online through their Student Information System (SIS) account after they register and throughout the semester. NHTI does not send paper bills; instead, email reminders and notifications are sent to students' school email addresses. Students can make payment through their SIS account using a bank account (e-check) or credit/debit card. Payment can also be made in person at the Bursar's Office using cash, check, MasterCard/ VISA, Discover and debit cards. As of May 1, 2018, any payments made to NHTI via a credit/debit card will be assessed a fee of 2.75% of the total payment amount. NHTI also offers an online installment payment plan option each semester. Information on how to set up a payment plan is available at www.nhti.edu/student-resources/bursar. Checks can be mailed to NHTI, Attn: Bursar Office, 31 College Drive, Concord, NH 03301.

Authorized Payer: If someone other than the student will be making payment on behalf of the student they can be set up as an "Authorized Payer" through the student's SIS account. This will allow a parent/guardian the ability to verify charges and make an online payment. From the SIS, click Student, Student Account, *MAKE A PAYMENT NOW*, click on Authorized Payer and select Add New.

Registering/ Dropping a class: If a student decides not to take a class that he/ she have registered for, it must be officially dropped in the Registrar's Office. After doing so, we recommend logging into the SIS *View Account Detail* page to confirm that the charges have been removed from your account. If the student does not officially withdraw from a course, the

student will be charged for the class even if they do not attend. The last day to officially drop a class and receive a refund is 14 days after the first class day for 16 week courses and 7 days for 8 week courses. Students can find the deadline to drop their course(s) with a refund at the following webpage: www.nhti.edu/academics/requirements-policies/dropping-classeswithdrawing-nhti

In order for our office staff to speak with anyone other than the student about their account, a Release of Student Information form must be on file in the Registrar's Office (filled out and signed by student).

Non-Payment of Tuition and Fees: If full payment (less “estimated” financial aid) has not been made, or an installment payment plan has not been set up two weeks before the first class day of the semester, a late fee of \$50.00 may be applied to the student's account. Students with unpaid balances on their accounts at the end of each semester will be sent to a collection agency and will not be permitted to register for future semesters, or receive official transcripts, until prior term balances have been paid in full. As of May 1, 2018, any payments made to NHTI via credit/debit card will be assessed a fee of 2.75% of the total payment amount.

STUDENT ADJUSTMENT

Although each student is an individual and will have different goals and needs during his or her college years, there are certain common experiences shared by most students. Below is a list of developmental milestones common to students and specific actions a student might take to meet those goals.

Milestones:

- Adjustment to college and introduction to the academic and social community
- Self-assessment of strengths and areas in need of improvement
- Development of a plan for meeting education requirements
- Academic skill development
- Preparing for the “next step”: transfer to another college, career

Actions:

- Get to know the academic advisor and professors through individual meetings
- Get to know the campus activities such as clubs, organizations, and community service opportunities
- Become familiar with campus resources such as the Library, Academic Center for Excellence, Office of Student Life, and Health & Counseling Services
- Set academic goals and communicate those with the academic advisor
- Establish a specific routine for meeting academic requirements. Students are expected to spend two-three hours of studying for every one hour of class
- Integrate goals and interests with the opportunities in campus life by joining clubs and organizations
- Work with Career Counselor or Academic Center for Excellence to prepare a resume, improve interviewing skills
- Work with Transfer Counselor to prepare college applications.
- Prepare for Commencement.

STUDENT HANDBOOK

www.nhti.edu/student-life/student-handbook

NHTI's Student Handbook is a comprehensive guide for campus, academic and student policies and procedures. The handbook also serves as a resource for various services and activities that are available to the campus community. The contents of the handbook are subject to revision at any time without notice. Please contact the Student Affairs Office at (603) 230-4040 if you have any questions regarding information found in the Student Handbook. Students are responsible for reading and adhering to all policies of NHTI as they are detailed in the Student Handbook at the above website.

NHTI BOOKSTORE

www.nhti.edu/nhti-campus-bookstore

(603) 224-8231

The campus bookstore, located in the Library, makes books and supplies available to students for all classes, at the store or online. Clothing, gift items, health and beauty aids, and snacks are also available. MasterCard, Visa and Discover are accepted. To review or purchase books online, or for more information about bookstore policies please refer to the above website.

CHARTWELLS DINING SERVICE

www.dineoncampus.com/nhti/

(603) 224-3111

NHTI's food service provides meals and snacks at two campus locations. The Capital Commons Cafeteria in Little Hall is open seven days a week during the academic year (except holidays and vacations), serving three meals a day Monday through Friday and two meals a day on Saturday and Sunday. Residence Hall students have a choice of two meal/flex cash plans and use the cafeteria as their primary location. The Sweeney Hall Bistro provides light meals, snacks and beverages, and is open daily. Dining Services also offers meal and flex cash plan options to commuting students, faculty and staff.

CAMPUS EVENTS

www.nhti.edu/community-visitors/news-events/events-calendar

The full campus events calendar is available at the above website.

STUDENT LIFE

www.nhti.edu/student-life/student-involvement

Office of Student Life (603) 230-4045

Student Life provides opportunities for students to build new skills and make connections outside of the classroom. The office supports student activities, community service, service learning, federal work study, and student leadership. Students benefit by coming together for a common growth experience. These co-curricular events and activities enhance the college life experience.

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COMMUNITY SERVICE

www.nhti.edu/student-life/student-involvement/community-service-volunteering

Office of Student Life (603) 230-4045

NHTI nurtures a sense of community service that serves to develop, coordinate, and promote literacy and community service through community partnerships and agencies. NHTI is a participating member of Campus Compact for New Hampshire, a consortium of higher education institutions in New Hampshire whose purpose is to advance the integration of service learning, civic responsibility, and meaningful community collaboration throughout institutions of higher education.

NHTI engages students in the community in several different ways. These methods consist of various food and clothing drives, one-time service projects, volunteering with community partners, educational programs, and a variety of benefit events for worthy causes.

COUNSELING SERVICES

www.nhti.edu/student-life/health-and-counseling-services/counseling-services

Counseling Office (603) 230-4043

NHTI Counseling Services provides free, confidential, short-term and crisis intervention individual counseling services to all NHTI students. Referrals can be made to local mental health professionals. The cost incurred for referral to a local mental health professional is the responsibility of the student.

HEALTH SERVICES

www.nhti.edu/student-life/health-and-counseling-services/health-services

Health Services Office (603) 230-4043

Director of Health Services (603) 271-6484 x4330

Health Services provides a full range of primary care, referral, and educational services tailored to the individual and unique needs of college students. We offer initial diagnosis and treatment for a broad spectrum of illnesses and injuries and appropriate follow-up care. Students are encouraged to call for an appointment in advance.

Students enrolled in the allied health programs are required to provide specific health and immunization information to participate in internships held at various clinical sites. Clearance is also required before a student can be assigned a room in the residence halls; participate in intramural sports or in intercollegiate athletics. Health Services assists in collecting medical information and providing necessary documentation.

LIABILITY INSURANCE

www.nhti.edu/student-resources/how-do-i-pay-my-tuition-and-fees/tuition-and-fees

For more information contact the program Department Head

Personal Professional Liability Insurance is MANDATORY for all students in health and human service related programs which include clinical requirements. The cost is approximately \$25 per

year. Paramedic Emergency Medicine students pay \$65 per year. (Note: Liability insurance may be required for students in other programs who participate in an off-campus practicum or internship.)

WELLNESS CENTER

www.nhti.edu/student-life/fitness-and-recreation

Wellness Center (603) 230-4041

Director of Recreation and Wellness Programs (603) 271-6484 x4314

Dr. Goldie Crocker Wellness Center is a beautiful \$2 million facility which includes a weight room, cardiovascular exercise room along with a spectacular wood gymnasium floor featuring six baskets and a full length college size basketball court. The building also houses 22,000 square feet of floor space, athletic training area, and locker rooms that are used for intercollegiate, intramural and recreational activities/events. The building also features two floors of offices, lobby space, and meeting rooms. Ample parking is available adjacent to or near the building. The facility is open to NHTI students, faculty, staff, and employees of the Community College System of NH Office. An NHTI ID with current semester validation sticker is required and necessary to access the building. All participants must sign a waiver and fill out an emergency contact form and return these to the Wellness Center Office prior to using the facility.

CAMPUS SAFETY

www.nhti.edu/student-life/campus-safety

Days (603) 230-4042

Nights/Weekends/Emergency (603) 224-3287

The Campus Safety Staff at NHTI is committed to the safety and well being of all members of the campus community. Of course, a truly safe campus can only be accomplished through the cooperation of the entire college community, which includes students, faculty, staff and visitors.

The Campus Safety Department operates 24 hours a day, 7 days a week. Officers conduct vehicle and foot patrols on campus. Campus Safety officers do not make arrests, however, Campus Safety works closely with the New Hampshire State Police and the Concord Police Department. Daily activity logs are maintained and available to the public within two days of an event. Contact Campus Safety at the above listed telephone numbers, also direct access can be made by using the call boxes located inside every elevator or accessing the “Code Blue” phones located on campus.

RESIDENCE LIFE

www.nhti.edu/student-life/residence-life

Residence Life Office (603) 230-4044

Director Residence Life (603) 271-6484 x4184

Living in the residence hall is an integral part of the total educational experience at NHTI. Every effort is made to provide opportunities for personal growth and development in a safe, secure and clean living environment conducive to the academic and personal development of the student.

Moving into the residence halls of NHTI will be the first time many of our students have moved away from home. The residence life staff is here to help students adjust quickly to their new environment. NHTI has three coeducational residence halls. Each has a full-time professional Residence Director and a staff of Resident Assistants. The resident assistant staff is selected from successful second year students and receives training in all areas of student development including fire and safety concerns to peer counseling.

HOW TO REACH YOUR STUDENT IN RESIDENCE LIFE

North Hall Residence Director – (603) 271-6484 x4378

South Hall Residence Director – (603) 271-6484 x4382

Strout Hall Residence Director – (603) 271-6484 x4380

Mail

There is one mail delivery each day, Monday through Friday. The Resident Assistants, or a student worker, distributes the mail to student mailboxes. The address for receiving mail in the residence halls is:

Student's Name
Strout, South or North Hall - Room #
NHTI, Concord's Community College
31 College Drive, Concord, NH 03301-7412

ALCOHOL AND OTHER DRUG (AOD) POLICY

www.nhti.edu/student-life/campus-safety/alcohol-other-drug-policies/alcohol-and-other-drug-aod-policy

This policy is intended to provide the NHTI community with information about alcohol and other drugs, and is distributed as part of the college's compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (PL101226). All students and guests must follow the Alcohol & Other Drug Policy at NHTI. Violations of the rules concerning use of alcohol and other drugs, as set forth in the NHTI Alcohol and Other Drug Policy located in the Student Handbook, may result in referral to the civil authorities and/or sanctioning through the NHTI judicial process.

For the complete NHTI Alcohol and Other Drug Policy, please visit the above website.

SMOKING, TOBACCO AND TOBACCO ALTERNATIVES POLICY

www.nhti.edu/student-life/campus-safety/alcohol-other-drug-policies/smoking-tobacco-and-tobacco-alternatives

The purpose of this policy is to promote the health and well being of all NHTI students, faculty, staff and the general public, in accordance with recommendations from the American Cancer Society, American College Health Association, American Heart Association, and the American Lung Association.

Smoking, including the use of smokeless tobacco or tobacco alternative such as electronic cigarettes, is allowed only in designated areas and personal vehicles. The designated areas are the smoking shelters on campus.

NHTI offers 2 designated shelters on campus for smoking, the use of tobacco products, and tobacco alternatives (such as e-cigarettes and vaping). The designated shelter locations are in the wooden gazebos near North Hall and behind Little Hall. Effective May 24, 2017 the Quad is a Smoke and Tobacco-Free Zone.

For the complete Smoking, Tobacco and Tobacco Alternatives Policy, please visit the above website.

